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## 3rd Board Meeting

### Meeting Minutes

3rd Board Meeting Minutes

New Jersey District Board of Trustees

June 13th, 2023

Virtual Meeting

Hosted on Zoom

## Introductions

Governor  
Sarah Harvey

*This meeting was called to order at 7:05pm*

District Garden Lieutenant Governor Samuel Zheng led us in the Circle K Pledge, and Laws Regulations & Awards Chair Arwa Muhamed gave us our Moment of Reflection.

## Roll Call

Secretary  
William King

### **New Jersey Circle K District Board:**

District Governor Sarah Harvey.

District Secretary William King.

District Treasurer Sanya Majmudar.

District Seabreeze Lieutenant Governor Matthew Yuro.

District Metro Lieutenant Governor Joseph Rivera.

*Present*

District Garden Lieutenant Governor Samuel Zheng.

District Editor N/A.

## **New Jersey District Kiwanis Committee:**

District Administrator Michael Olivo.

*Present*

Financial Counselor Mickey Cohen.

Metro Zone Advisor Emily Scharf.

Garden Zone Advisor Sharon Daubenspeck.

*Absent*

Long Term Planning Chair Kelly Shaup.

Seabreeze Zone Advisor Michael Murray

## **New Jersey District Committee Chairs:**

Co-Conferences & Conventions Chair Mariann Delgado.

*Present*

Co-Conferences & Conventions Chair Kenny Au.

Fundraising Chair Brandon Chang.

Kiwanis Family & Alumni Relations Chair Naomi Nguyen.

Laws, Regulations, & Awards Chair Arwa Muhamed.

Membership Development and Education Chair Lisbet Garcia-Ortiz.

Technology Chair Anthony Caruso.

Co-Service Chair Zoe Welch.

Co-Service Chair Michael Deem.

## Welcome & Introduction of Guests

## Governor Sarah Harvey

Governor Sarah Harvey introduced International Trustee Zak Kahn. She then stated that she is happy that we all could be together to discuss the coming Fall semester, and thanked us for coming out.

## Approval of Agenda & Minutes

## Governor Sarah Harvey

District Governor Sarah Harvey entertained a motion to approve the 2nd Board Meeting minutes:

- District Seabreeze Lieutenant Governor Matthew Yuro made the motion.
- District Treasurer Sanya Majumadar seconded.
- No Discussion.
- Unanimous Approval.

District Governor Sarah Harvey entertained a motion to approve the 3rd Board Meeting Agenda:

- District Secretary William King made the motion.
- District Treasurer Sanya Majmudar seconded.
- No Discussion
- Unanimous Approval

# Kiwanis Committee on NJ CKI District Administrator Michael Olivo

District Administrator Michael Olivo thanked us all for coming. I know we are all busy, and it means a lot. Take the time now, to dig in and do some planning in the summer. Stated that he is proud of all the work that we do, and please let us know if there is any way that I or the committee can help.

## NJ Kiwanis Family Updates

## District Administrator Michael Olivo

District Administrator Michael Olivo discussed the upcoming Randolph Kiwanis Carnival in Morris, NJ, that is held July 6th, 7th, and 8th. They would need help with Games and Concessions. If you are back home, check in with your Kiwanis clubs. Volunteer wherever, get CKI's name out, as it's important for building community for our Kiwanis family branches when it comes to our Kiwanis Family Picnic and KICK letters campaign. Also keep on your radar the Balloon Festival in Readington, NJ, on July 28th-30th that is coming up. Stated that he is still in contact with them about the details, as they are working with a new distributor this year. Stated that if you come, you will be volunteering at the Concessions stand, and be receiving tips for the District. He stated that he is currently working with them on the details of it, but please keep it in mind, as he will be sending out information to the District Board about volunteering for it.

## International Updates

## International Trustee Zak Kahn

International Trustee Zak Kahn reported about ICON. Announced that New Jersey has the most delegates at International Convention. Virtual is still open until June 16, and delegate registration also that same day. If you are attending, and if you haven't registered as a delegate, it is necessary to be able to vote. Keep in contact if you have any International or International Convention questions.

## Board Action

## District Governor Sarah Harvey

### **INSIGHT Budget**

District Governor Sarah Harvey opened up the discussion about the 2023 District Budget. The budget was made available for everyone to see, while District Treasurer Sanya Majmudar spoke on its behalf.

District Treasurer Sanya Majmudar stated that she this budget was created with the upcoming District events in mind. Started with INSIGHT, and stated that she worked with Co Conferences & Conventions Chair Kenny Au and Co Conferences & Conventions Chair Mariann Delgado on the budget. Stated that the total for the event was \$10, 875.00, and as was the case in the past, most of this will come from attendees registration. Attendance Fee is set at \$145 for Early Bird Registration (due by October 20th), and \$150 afterwards. Other goodies to be sold as fundraisers include stickers, and a INSIGHT fundraiser, to be decided. District Treasurer Sanya Majmudar stated that she is working with the Club Treasurers throughout the District, with the aim of getting them to send in their attendees as soon as possible. Stated that we are looking at an attendance of about 75 members, but hopefully more. Stated that her hope is that we as a Board can contribute with materials at home as well, to offset costs.

District Administrator Michael Olivo stated that he is pleased with the INSIGHT budget, as proposed. Stated that the Early Bird Fee is really to incentivize the collection as early as possible, so that we have a good idea of where we stand going into INSIGHT. Stated that he believes that it is best to buy items in bulk,, as these items can be used also for other District events.

District Governor Sarah Harvey entertained the motion to approve the INSIGHT budget.

- District Treasurer Sanya Majmudar made the motion.
- District Seabreeze Lieutenant Governor Matthew Yuro seconded.
- No Discussion.
- Unanimous Approval.

District Governor Sarah Harvey then turned the Boards attention to the ICON travel budget. Stated that her and District Treasurer Sanya Mujmudar were working on this, looking to reallocate funds for it. ICON subsidies are for the voting officers (and LTGS), to offset their cost of attendance. Because it will be me, District Metro Lieutenant Governor Joseph Rivera and District Seabreeze Lieutenant Governor Matthew Yuro, we have extra funds. We are looking into reallocating the money to those that aren't attending, as well as those (District Chairs in particular) who are attending virtually.

District Treasurer Sanya Majmudar stated that she talked with Mike prior. Stated that the main concern is because chairs are not elected members, there is an issue. Because they aren't elected, there is an issue about how to give that money. Stated that online virtual attendance is at \$30 dollars, and this is a negligible amount for what would require a change in both how we allocate funds, as well as the budget as a whole. Stated that this is why we separated the ICON budget from the rest of the budget, as is standard. Stated her support for the way that the Committee Chair feel the way that they do, and is open to the change, if we so choose to do so. Stated that she is open also to looking at this issue again with the Board.

District Seabreeze Lieutenant Governor Matthew Yuro also raised the issue of the amount of money that is provided for the Lieutenant Governors, and asked the Board to consider a change to this as well.

District Governor Sarah Harvey then stated for Lieutenant Governor spots, per the current budget, it's going to be about the same amount of money. Stated that her concern is that this sets a precedent. Stated that the argument is, if this is changed now, the money may have to be adjusted for the next Board. Stated that based on overall trends, I think virtual attendance is the future. To give support to the idea, she stated that it is possible for us to try this out for this year, if we so choose, and then allow the next Board to decide whether it is a good idea or not.

District Administrator Michael Olivo stated that when we make the budget, we set everything to cover the Executive board in particular, because they all can serve as delegates, and can vote. Not only for the educational experience, but so that they can have a say for New Jersey District of Circle K. Stated that in this year, with the overall trend of inflation across all number of things, we are not making as much money in the past years. Tasked the Board with considering this, that we need to think about having a conservative budget, as we may not make as much money in fundraising this year, as in years past. Tasked District Seabreeze Lieutenant Governor Matthew Yuro that if you feel strongly about this, make a motion, and we can certainly discuss this as a Board.

District Seabreeze Lieutenant Governor Matthew Yuro asked District Metro Lieutenant Governor Joseph Rivera to state his position as well.

District Metro Lieutenant Governor Joseph Rivera stated that he doesn't have issue with the budget, as is currently outlined, nor with the money that is allotted to the Lieutenant Governors for ICON.

District Seabreeze Lieutenant Governor Matthew Yuro did not raise a vote on the issue, nor add further commentary.

District Governor Sarah Harvey stated that this issue can be looked at in the future, and that she is open to looking more in depth at subsidies at future Board Meetings.

## Committee Reports

## New Jersey Circle K District Board Committees

### **Kiwanis Family and Alumni Relations Chair Naomi Nguyen**

Stated that she held first meeting on June 5th. During the meeting, the itinerary was finalized. Planning for the next meeting to be held sometime before ICON. released the supply list for the Board as well, check that out if you can in the Google Drive. So far we have 7 registered, and \$300 of a \$500 budget. Picnic playlist to come, once she has more responses, and stated that she is hoping to finish a Promotional video for Sunday, June 25th. Working with Brandon on the fundraising Boba Tea. Will be working with the Conferences and Conventions Chairs Mariann Delgado and Kenny Au with them for Promotional materials.

### **Laws, Regulations, and Awards Chair Arwa Muhamed**

Reported that on the June 3rd, she held her first Committee meeting. Talked about potential changes, looking to incorporate more DEI in general in Bylaws. Discussed potential changes, and stated that she will have them ready before the Fall board meeting. Looking to have forms submitted and be a resource for the awards for all clubs throughout the District. If you have potential changes, I have a copy of Bylaws, and you can look at those and contact about changes. Looking forward to working with Lieutenant Governors throughout the Service Year on chartering Clubs.



## **Technology Chair Anthony Caruso**

Reported working with other Committees about all Promotional materials for the District. Board Pictures still needed, please get these in to me when you can. Stated that the Committee met June 4th, and they started working on Promotional video concepts. District Metro Lieutenant Governor Joseph Rivera has been assigned to help with videos, with his knowledge. Should have video done soon. Website has been updated, Brick x Brick is on there, INSIGHT 2021- is gone, and there are a few more pages. K Family Picnic details are mostly done, soon to go live with some more additions.

## **Membership Development and Education Chair Lisbet Garcia-Ortiz**

Reported that she has held two meetings so far, and had Sarah and Anthony in attendance, in the works of making a recruitment kit, for June 30th, will be sent to Club officers and Lieutenant Governors. Brainstormed DEI workshops and materials, and made a timeline for when these will be hosted. The Committee members have made a script for the Promotional video. Looking for participants to discuss experience with CKI, so please participate. All Committee members have been reaching out, so feel free to keep it up, and join in. All are welcome to join in on a Committee meeting if you'd like. Planning on furthering plans for DEI, and working with other Chairs this Summer.

## **Co Conventions and Conferences Chair Mariann Delgado**

Reported first Committee meeting went well, all were present. Some assignments have been made, team building activity first night, and team building activity have been discussed at our Committee meeting. Committee also started discussing Promotional ideas, but is looking to work on that more herself. Next month will be about finding all the doable and possible activities for INSIGHT. Looking to finish summer classes strong, and continue to work on District assignments. Not looking for any big changes, but open to changes about timing. Early Bird registration is October 20th, and 27th are the deadlines. Working on Promotional Calander this summer

## **Co Conventions and Conferences Chair Kenny Au**

Reported that held the first Committee meeting on June 8th by way of Zoom. Introduced themes for Insight and District Convention. INSIGHT theme was chosen to be Jungle, DCON will be a Retro theme. Co Conferences and Conventions Chair Mariann Delgado went over some of the games from last year, and is going to be meeting in a month to discuss further any and all changes to the INSIGHT Schedule, as stated from this meeting.

## **Fundraising Chair Brandon Chang**

Reported that he held his Committee meeting yesterday. Stated that he wants to host events in January and March as well. Ideas for fundraisers include a District Dare board, that District Board members must complete if selected. Prior Fundraising Chair Nina Argayoso suggested a Sack race fundraiser, as well as keychains and stickers. Stated that he wants to host his Boba Tea Fundraising for District funds, and the rest of his Fundraising activities towards Circle K Internationals Brick x Brick initiative. Goal is to raise \$600 outside of INSIGHT and DCON Fundraising.

## **Co Service Chair Michael Deem Jr.**

Reported that they have delegated tasks for their Committee members. Have generated ideas for the potential service projects for Summer, including both Virtual volunteering, as well as in person events/groups to link up with for CKI members. Connected with Laws Regulations and Awards Chair Arwa Muhamed about her Tomorrow Fund Application, and is in conversation with her about that. Co Service Chair Zoe Welch and Co Service Chair Michael Deem Jr. worked on making flyers and social media with the Committee.

## **Co Service Chair Zoe Welch**

Zoe reported that 7 out of 8 committee members have come to meetings, no word from last member yet. (All other Service Committee Reporting was complete with Michaels report)

## **Board Reports**

## **New Jersey Circle K District Board**

### **Lieutenant Governors**

#### **District Metro Zone Lieutenant Governor Joseph Rivera**

Reported that Montclair President Meagan Kane has adjusted well, no Club Secretary or Club Editor yet. Plans have been made for the whole fall, and some also for the spring semester. Seton Hall has a budget submitted, and fall and spring are planned. Seton Hall is still looking for a Club Secretary and Club Editor. Caldwell has events planned for summer, and events for fall. New Jersey Institute of Technology worked with Livingston for their carnival. Division Clubs all have means of contacting in the discord to him. The District Directory has been useful as well. Club Presidents are keeping me updated as well, and it is a good time in summer to get connected. Looking to host virtual events also. Finalizing Divisional rally event, will be meeting with Club Presidents and District Governor Sarah Harvey to discuss the coming Fall semester. Wants to volunteer more this summer, looking to achieve 30 hours of service. Looking at connections at William Paterson, St. Peters, Ramapo, and Fairleigh Dickinson as possible charters. Plans to have 12 to 16 interclubs for the service year, and 20 Kiwanis Family events.

## **District Seabreeze Zone Lieutenant Governor**

Reported that he had a check in call with all the Club Presidents, The College of New Jersey is sending to ICON their President and Secretary, and Natasha Iqbal and Matthew Yuro are attending in person as well. Rider has a member attending virtually. Rutgers has a few people attending in virtual, so Seabreeze is bring a lot of people to ICON both virtually and physical. Working on Divisional Rally for Rutgers area for the event, stated that Rutgers President Crystal Kilfeather is working on it with him. May and June newsletters sent out, he stated he held office hours virtually as well. He created a shared Google drive folder, and he has upcoming divisional events planned out. He is sending out an email update for this week. Planning on working in the summer more on division. All clubs are focusing on retention and membership. Membership Development And Education Chair Lisbet Garcia-Ortiz is working with him on Fall semester, and Promotional materials for recruitment. Kane U, Mercer County Community College, Middlesex College are all possible charters for Division. Continuing planning for Division in the summer. Excited about ICON. Given opportunity to attend another, in person leadership workshop in Minneapolis before ICON, called NEXT UP.

## **District Garden Zone Lieutenant Governor**

Reported that Stockton is doing well, and talked with President and Vice President recently. Stockton wanted to have 40 members, and 20 active members. They are hoping to achieve 3500 service hours. Will be holding a Summer Board meeting soon, a book club, and Committee training soon as well. In regards to Rowan he met with their President and the Vice President, and they are looking to achieve 2200 service hours, and host summer virtual activities. ACCC has 12 members, and 50-100 service hours. No word came from RCBC, and he has talked with District Governor Sarah Harvey about this. Has spoken with Presidents over the Summer, and working with them for planning of the coming Fall semester. Planing a virtual game for division, and is currently working on the details for the Divisional Rally. Trying to complete the Global Leadership course over summer, and that he is volunteering at a hospital at the moment.

## **Executive Board**

*District Editor Natasha Iqbal resigned her position before this, the 3rd Board Meeting. Due to that, no report was given, except for acknowledgement from District Governor Sarah Harvey that all current Club Editors are in good standing, and that the Colleges & Universities in the District that are currently looking for Club Editors are actively looking for a Club Editor.*

## **District Treasurer Sanya Majmudar**

Reported that she starting a new internship, some updates are that she was able to talk with Club Treasurers in June. A lot are new, and did not receive training from the previous Club Treasurer. Talked about what they are working on. Trying to help clubs coordinate their budget, and have a spreadsheet to track their spending. Had a meeting with the INSIGHT Chairs. Increased board budget, \$2000 from KICK, will send this out by email this week. Planning on creating a spreadsheet so we can keep track of everything with District Secretary William King. Working on vouchers, and is excited about the new system. Stated that she wants to be a resource for new Club Treasurers. Stated that her District Treasurer Newsletter will update members on Dues and District events.

## **District Secretary William King**

Reported that for all of the Secretaries, he stated that the grand majority are in good standing, with the exception of three in the District in particular, RCBC, Seton Hall, and Rider. Rowan College at Burlington County for instance have not responded to any communication, both the Secretary and President, and they have not submitted their MRFs, both the May and June MRF. Others have been late to respond, but have finally gotten their MRF's in. Seton Hall is without a Secretary, and are having difficulty completing the MRF because of it. Rider is having issues with their access, but have notified me that they have gained access recently. As for directives, most are complete, further ones to be completed in June. Stated that he is excited to work with District Treasurer Sanya Majmudar in summer for training of Club Treasurers and Secretaries.

## **District Governor Sarah Harvey**

*District Governor Sarah Harvey passed the floor to District Secretary William King to give her Report.*

Reported that directives for May have been done. June directives are underway. Stated that she will be meeting with District Secretary William King and the new District Editor about promotionals. Stated that she sent out the June directives, working on District Service directive. Looking to work with the Service Committee on this, working on having some President and Lieutenant Governor double meetings as well. Stated that she is checking in with Clubs about all their goals for the service year. Meeting with Membership Development & Education Committee about recruitment for Fall, and working with Clubs on it. Excited about our DEI initiatives for the Service Year. Stated that she attended her local Kiwanis meeting in May. Went to the most recent Kiwanis and Key Club meetings. Working on outreach to our New Jersey Kiwanis family on Kiwanis Family Picnic promotion. Stated that she is looking forward to ICON, and hosting another successful Winter Leadership Convention.

## **Board Meeting Minutes Approval**

District Governor Sarah Harvey entertained a motion to approve all Committee Chair reports & Executive Board Reports thus far:

- District Secretary William King made a motion.
- District Metro Lieutenant Governor Joseph Rivera seconded.
- No Discussion.
- Unanimous Approval.

**New  
Business**

**District Governor  
Sarah Harvey**

*District Governor Sarah Harvey then turned the Boards attention to New Business, which included both items pertaining to the Summer, as well as planning for the Fall semester.*

## **Kiwanis Family Picnic**

Kiwanis Family Relations & Alumni Chair Naomi Nguyen stated that she finalized the Kiwanis Family Picnic at their Committee meeting, held on July 16th. Board members will meet at 9am at Donaldson Park, NJ, to help setup, and the Picnic will commence from 11am-3pm. Registration will be \$11 for PayPal. District Board members are expected to at least wear a white t-shirt, as we will have "soak the Board" colored water balloons toss for our Fundraiser. Guests are encouraged to wear tye dye. Tote Bag is one of the proposed fundraiser, as well as a beach bucket/basket to hold other items. Will have mingling activities for attendees, such as card games set up at tables, to commence during the 11am-12pm time slot. 12:15pm-1:15pm will be Opening session and Lunch, and we will host a Boba Tea Fundraiser, of Strawberry and Mango flavors. A Photobooth will also be set up as well. Also stated that she is hoping to have performances of CKI members talents for the event. 1:15pm-2:30pm will be our activities portion of the Picnic, and will include both High energy and Low energy activities. High energy activities will include a relay race activity, spikeball, soccer, and kickball. Low energy activities will include a cornhole kan jam and card games. 2:30pm will be the "soak the Board" fundraiser, so the Board wont be soaked the whole day. Proposed Raffle Basket as potential fundraiser as well.

District Administrator Michael Olivo raised concern about having too many fundraisers. Usually the cost of the ticket is the biggest money raiser. Concerned that guests will feel like they are being nickel and dimed, and the return doesn't seem to be that much in the end. The effort vs the return makes it a hard sell to host all of these different Fundraisers. Stated that he would be fine if we kept it to just the Boba Tea sale, and that we can see how well that goes before including other fundraising efforts to Kiwanis Family Picnic in the future.

## **Committee Meeting Structure**

District Governor Sarah Harvey stated that she is proud of all of the Committees hard work so far. Stated she will be sending out more information to the District CKI members about joining a Committee, and will be opening the application back up in the Fall semester. Keep up the good work everyone.

## **Insight and DCON Promotion and Tentative Plans**

Co Conferences and Conventions Chair Mariann Delgado stated that this is the tentative schedule, and shared it with the District Board. Stated that their will be a check in for clubs by 7pm-8pm, and as is the custom for INSIGHT, we will be hosting a icebreaker activity, and a team challenge for the night. To finish off the night, teams will have the opportunity to make a team poster to showcase their teams unique perspective and creativity. Some ideas for the team challenge included a possible Marshmallow or Pasta tower. The night will finish with our Smores activity by the campfire.

On Saturday, 8am-9am, we will have Breakfast. Activities will commence after wards, as teams will come together for some team building games/activities. Teams will be competing to be the winners of INSIGHT, as has been done in years past. Teams will have the opportunity to take pictures with their team members as they play games, and especially during both the Team photoshoot and the Scavenger Hunt. Finally the night will finish off with the Speakout, were Clubs will have the opportunity to speak about what they are working on, as well as what they are excited about for this Service Year. Also their will be an activity for members to partake in during the Speakout. Stated that she is thinking about changing the format, from a "write a letter to yourself", to instead make it something to take home as a remembrance.



Sunday, Breakfast will commence from 8am-9am, and Cabin checkout will commence immediately after. We will then host a fun Board Fundraiser as a sendoff, and stated she is excited to work on the details of what the Board would like to do for that, with the help from her Committee and the Fundraising Committee.

Co Conferences & Conventions Chair Mariann Delgado stated that the Promotional schedule will be made and shared at Kiwanis Family Picnic, if given time at the event. Stated she is working on a promo video with Anthony, to get everyone hype for INSIGHT. It will include old photos and footage, to get people excited.

District Governor Sarah Harvey stated that she is excited about all the work being done by the Committee and Co Conferences & Convention Chairs Mariann Delgado and Kenny Au, and is excited to see what the Committee comes up with for the Promotional video and materials.

## **District Project Update**

District Governor Sarah Harvey stated that she will be talking with the Club Presidents about it. Stated that she will be working on the resources right now, and coming up with a way to work the initiative Food Insecurity into the coming Fall Semester, for the Clubs in the District to make their own Events and Food Drives around.

## **Board Fleeces**

*District Governor Sarah Harvey showcased the designs that she came up with, and the new color of the Board Fleece. The District Board discussed, and agreed upon a design for the District Board Fleeces for the 2023-2024 Service Year*

District Administrator Micheal Olivo stated that the cost should be about \$40 dollars for the District Board Fleece. If you don't pay in advance, you don't get one. We have had problems in the past, and don't want to repeat them, get it in when you can.

## District Editor Applications

*The District Board discussed the Applicants of the District Editor position, before putting the Applicants to a vote. All Committee Chairs were dismissed for proceedings.*

District Governor Sarah Harvey entertained a motion to approve the appointment of Co Service Chair Michael Deem Jr. to the position of District Editor

- District Secretary William King made a motion.
- District Garden Lieutenant Governor Samuel Zheng seconded.
- No Discussion.
- One Abstention, District Seabreeze Lieutenant Governor Matthew Yuro.
- Majority Approval.

## Announcements & Deadlines

District Governor  
Sarah Harvey

District Governor Sarah Harvey asked us to finish the June directives, as they come up. When you finish, check them off. Will be working on July directives. Check emails for the order for Board Fleeces. Register for Kiwanis Family Picnic. Make sure you have ICON on your calendar as well.

## Closing Remarks & Moment of Hope

District Governor  
Sarah Harvey

District Governor Sarah Harvey thanked us for joining this Board Meeting in the Summer to get work done towards the coming Fall Semester. Stated that she is very proud of everything that we have accomplished thus far, and is excited with all the new ideas on the Board for this Service Year. Thankful for CKI.

*Co Conventions & Conferences Chair Mariann Delgado gave the Moment of Hope.*

## Adjournment

District Governor  
Sarah Harvey

*The 3rd Board Meeting was Adjourned at 9:55pm.*